

Vacancies – WBA Team



Training Officer/Assessor Vacancy Work Based Assessor Vacancy

Are you a skilled engineer with good industry experience?

For example, could you develop and support someone to use a lathe, milling machine, CNC, electrical/electronic process or maintenance procedure?

Do you enjoy coaching colleagues or new starters in your current role?

Do you have a desire and enthusiasm to transfer your skills and knowledge to others?

Are you confident and capable at working with processes and procedures?

Do you have the passion, drive and personality to guide and encourage learners through their early development?

Do you have a desire to help develop future generations of apprentices?

If you answer **YES** to these questions, and would like to use these skills to develop yourself further then you could be our next Training Officer/Assessor or, depending on your level of experience and qualifications you could fit the bill for our position of Work Based Assessor.

Both roles have the remit of supporting and assessing learners, however the Work Based Assessor roles must possess a Level 3 (Advanced) qualification themselves.

If you have a Level 2 (intermediate) qualification, matched with a breadth of knowledge through relevant industry experience then the role of Training Officer/Assessor could be for you.

In either role, GET will provide you with support and training to give you the appropriate skills, and fund you to achieve relevant qualifications such as CAVA, Cert Ed, even a PGCE should you wish.

These are fulfilling and varied roles, based from GET's purpose built training centre but involving daily travel to meet with apprentices at employer premises or provide training at customer sites.



About our organisation

Gloucestershire Engineering Training has been providing work-based learning in engineering for 40 years. We train apprentices in mechanical, Electrical, welding and Fabrication and also offer a dual skill programme for those employers who require multi-skilled individuals.

We are the only training facility in the County that is run by the Manufacturing and Engineering industry for the Engineering industry. We currently provide training services to the biggest engineering and manufacturing organisations within Gloucestershire across a diverse range of engineering specialisms from aeronautical to intelligent communication systems; from the production of drill bits to credit cards.

We provide learners with the basic underpinning knowledge and skills required across all facets of engineering within their first year of training, and then focus on their chosen career pathway or specialism once the learners have returned to their employer's premises.

Our vision is to be the hub of Engineering Training Expertise in the county and we strongly believe that this cannot be achieved without high quality and dedicated members of staff.

We currently employ 60 members of staff out of our purpose built training facility on Corinium Avenue in Barnwood, Gloucester.

What are we looking for?

Most importantly we are looking for people with passion, personality and the ability to communicate with all types of people.

To succeed in this role you will need;

- Level 2 (Intermediate) or Level 3 (Advanced) Qualification in Mechanical, Manufacturing, Engineering or Mechatronics
- Solid basic craft/engineering skills
- Experience and confidence in working with processes and procedures and an ability to interpret documentation.
- Excellent written and oral communication skills.
- A professional and organised approach to your work, as you are representing GET to external employers and customers.
- A genuine desire to develop yourself and others, and a willingness and capability to study for relevant qualifications.

Job Description

Main aim

To support the progress of learner development within GET's training centre and within the workplace environment to include conducting regular progress reviews and undertaking assessments of evidence when submitted by the learner.

Duties include:

- To undertake competence assessments of appropriate learners .
- Carry out observations of apprentices in company to support judgements on NVQ achievement, and assess evidence submitted. Provide information, guidance and advice to support the learners to present evidence that they have achieved competence to the required standards.
- Maintain learner's records and documentation in accordance with company policies and data protection
- Ensure all assessments and observations meet the relevant NVQ standards and are in line with company and awarding body policies and procedures
- Support employers with the management of learners/employees in company
- Act as the first point of contact between nominated employers and GET with regards to the progress and development of their learners/employees.
- Work with nominated employers on their in-company training plans, helping them identify training needs and support in-company coaches.
- Ensure the learners' welfare and safety whilst on the training programme, ensure equality of opportunity and compliance with appropriate employment law.
- Attend appropriate internal and external meetings (e.g. standardisation, team brief)

Salary

The full time Salary for this position ranges between £27,000 per annum to £33,617 per annum dependent on skills, qualification and experience.

The role also comes with a Car Allowance of £4,500 per annum, with mileage paid at 15p per mile.

Both Salary and Car Allowance are pro rata for Part Time employees.



Terms and Conditions

Hours of Work

For a full time employee normal hours of work are 36.25 per week. These are based on Monday to Thursday 0800hrs – 1615hrs, with an early finish on a Friday 0800hrs – 1315hrs.

We will consider applications for part time working. Actual days/hours of work would be subject to agreement between the successful candidate and GET.

Location

Our purpose built training facility is based on Corinium Avenue in Barnwood, Gloucester, within easy reach of the main road networks. GL4 3HX. There is free staff parking on site. The role requires you to travel between GET's sites and customer locations across Gloucestershire.

Payment of Salary

Salary is paid on, or around the 25th of each month, for the current calendar month.

Probationary Period

All staff are subject to a 6 month probationary period during which your manager will assess and review your work performance.

Contract of Employment/Handbook/Policies

You will be issued with an employment contract, handbook and policies which provide the main details of your terms and conditions of employment.

Code of Conduct

Employees are required to work within GET's Values and Principles and comply with the requirements set out under the company's policies on Safeguarding and Dignity at Work.

Identity Check/Disclosure and Barring Service Check

All employees are required to provide us with documentation proving eligibility to work in the UK. In addition all staff are required to undergo an enhanced check from the Disclosure and Barring Service, due to the nature of the work we carry out – to ensure there are no criminal convictions which would prevent you from working with children. Once an offer of employment is made you will be sent a link to enter your details online, and will need to provide us with original evidence of your identity. GET appreciates your cooperation with this process and asks that you complete the online forms swiftly after receiving the link – as well as providing us with the DBS certificate details as soon as you receive it.



Benefits

Annual Leave

Employees are entitled to 5.6 weeks holiday per annum, in addition to public/bank holidays, with the holiday year running from 1st September each year. Three of these days are used for the closure of the site between Christmas and New Year.

Additional service-related holiday is added to an employee's basic holiday entitlement at 1 day's holiday for every 5 years of service up to a total of 5 additional days (at 25 years service).

Certain staff are eligible to sell back or buy an additional weeks holiday.

Holidays are booked in hours. Part time staff will have their holiday pro-rata'd.

Birthday Leave

In addition to annual leave, all staff who have completed their probationary period receive a day off for their birthday.

Parking

There is free staff parking at the centre.

Pension Scheme

Eligible employees will be automatically enrolled into the Company pension scheme after 3 months service. The Defined Contribution scheme, currently run by Royal London on behalf of GET, requires a contribution of 5% of the employee's gross annual salary net of tax, with GET matching this 5% of the employee's gross salary.

Life Assurance

The company runs a non-contributory Life Assurance scheme for all eligible employees. The scheme pays out 3 x Annual Salary.

Healthcare Cash Plan

GET provides for all eligible staff to benefit from a Healthcare Cash Plan. This is currently provided by Simply Health. The purpose of this benefit is to reimburse an employee for the cost of everyday healthcare treatments, such as a dental/optical check-up or a visit to the physiotherapist. Membership also gives staff free access to SimplyHealth's online discount site.



Benefits – continued

Occupational Sick Pay

GET operates an occupational sick pay scheme which aims to support individuals who are unable to work due to ill health. Subject to compliance with the policy, eligible staff may receive payment of up to 12 weeks full pay and 8 weeks half pay.

Employee Assistance Programme/Wellbeing Portal

All staff who are members of the Healthcare Cash Plan have access to MyWellbeing which provides the following:

- legal, child and eldercare advice
- structured telephone and/or face to face counselling sessions
- telephone and webcam access to speak to a GP
- medication delivered through a private prescription service
- basic medical advice and symptom information,
- a wealth of health, travel and lifestyle related information
- online health assessments

Uniform

Staff are able to spend an annual allowance on GET logo'd uniform, which is optional to wear whilst at work. Certain customer-facing roles are provided with additional amount of uniform on commencement.

Professional Membership

Where membership of a professional body or bodies is deemed to be relevant for an employee to carry out their duties, GET will reimburse one such professional membership per annum.

Application process

To apply, please forward you CV and current salary/notice period details to:

jobs@get-trained.org